

# 2018-2019 Sending Scores Back Program for Shared Educational Entities (SEEs) & Specialized Shared Educational Entities (S2E2s)

## Background

The Sending Scores Back Program is offered by the MDE to provide on an alternative option for the attribution of building-level accountability reporting in the Michigan School Index System. This program is offered to districts or consortia operating or participating in special types of schools or programs. Such school types may be: special education, gifted and talented education, alternative education, or early/middle college education.

Districts operating these special types of schools and programs for the benefit of students countywide or in a consortium (that may not otherwise be as appropriately served by their own resident district) are currently attributed the student assessment and graduation data for all students attending their school or program, including that of the non-resident students attending from other districts nearby. This has posed a challenge for some operating districts to have public perception issues since the non-resident students can impact accountability reporting. This has put the future of many of these schools or programs at risk in their operating districts.

This program is offered in fulfillment of section 104b of MCL 388.1611 and at the request of several Intermediate School Districts who desired accountability reporting to be directed to a school that a student does not attend, back in their district of residence.

## Sending Scores Back Program Overview

Beginning with 2018-19 school year, the Michigan Department of Education (MDE) will begin implementing the Sending Scores Back Program for accountability reporting purposes. The process of implementing the sending back of assessment and graduation records for accountability purposes to students' resident schools ("Building Pupil Would Otherwise Attend") located in their resident districts will reach full implementation in accountability reporting on 2019-20 school year results. This means that non-resident students' test scores and graduation statuses will contribute to the accountability results of the "Building Pupil Would Otherwise Attend" school that they would otherwise attend in their resident district and not in the school or building housing the classroom program they attend. This will only be done for districts and consortia that apply and are approved to participate in the Sending Scores Back Program. Participating districts will also be required to identify the schools and students that operate or participate in these beneficial settings in order for the sending back to occur. Please note that schools and programs applying for the 2018-19 school year will *not* have the graduation statuses of non-resident students sent back for accountability purposes, since accountability reporting lags one year due to district and ISD auditing of end-of-year student records.

## School/Program Eligibility and Requirements

In order for a school or classroom programs to be eligible for the Sending Scores Back Program and have students' scores and graduation statuses sent back to their "Building Pupil Would Otherwise Attend" schools in their resident districts, these schools or programs must:

- Provide special education, gifted and talented education, alternative education, or early/middle college education

- Serve 2 or more participating/member districts (not through schools of choice or students enrolling from a public school academy)
- Have a cooperative agreement in place between the operating and all participating districts (copy of the agreement and list of all participating/member districts must be submitted with Sending Scores Back application)
  - Failure to obtain approval from all member districts means either the applying entity will not have scores sent back from students attending the entity from non-participating districts, or non-member districts simply cannot send students to this entity

### Application Process

To participate in this program, the entity must apply using the Sending Scores Back Program Application. All applications will be collected and submitted electronically. The link to the application can be accessed at: [www.mi.gov/sees](http://www.mi.gov/sees). Applications will be due by **Monday, January 7, 2019**.

Once submitted, applications and cooperative agreements will be reviewed by MDE staff. Approved entities will be notified within a few weeks after the deadline for the program application. To maintain participation in the Sending Scores Back Program, entities must reapply annually to ensure leadership at the operating and member/participating districts are aware of how their assessment and graduation rate accountability data will be processed for use in the Michigan School Index System.

As part of the application process, applicants will be asked to indicate if the applying entity is desired to be a Shared Educational Entity (SEE) for reporting and accountability purposes or a Specialized Shared Educational Entity (S2E2) status for reporting and accountability purposes.

- **Shared Educational Entities** are separate/standalone schools that operate as a facility where all students enrolled in the school are intended to be part of the Sending Scores Back Program thus be “sent back” to their “Building Pupil Would Otherwise Attend” schools for accountability reporting. These entities should apply to become a Shared Educational Entity for Reporting and Accountability. The operating district of the school should fill out the Sending Scores Back Program application. This type of setting is a school with its own school code in the Educational Entity Master (EEM) at [www.mi.gov/eem](http://www.mi.gov/eem).
- **Specialized Shared Educational Entities** are classroom programs that operate as a one or more classrooms inside otherwise general education schools, across one or more districts and are intended to be part of the Sending Scores Back Program. These programs should apply to become a Specialized Shared Educational Entity for Reporting and Accountability. The consortium or ISD overseeing or organizing the grouping of classroom programs should fill out the Sending Scores Back Program application. This grouping of classroom programs has a non-instructional facility code in the Educational Entity Master (EEM) at [www.mi.gov/eem](http://www.mi.gov/eem). Only one S2E2 will be allowed per ISD or consortia as all classroom programs within the ISD/consortia should fall under the single S2E2 code.

### Reporting Students as Shared Educational Entity Students

Once your application to "send scores back" has been approved, and an entity code that corresponds to the SEE/S2E2 type has been issued or renewed, your member districts will be able to use the SEE/S2E2 entity code to report students in the Michigan Student Data System (MSDS). Below is the general

reporting procedure that will be required in the MSDS in order to successfully identify students in a Sending Scores Back Program entity.

1. Students will be reported in the Michigan Student Data System (MSDS) with the School Facility Number for the building where they are receiving their educational services.
  - If this building is a **Shared Educational Entity (SEE)**, the School Facility Number reported as the enrolling school in the MSDS should be the SEE entity code.
  - If the student is being educated through a **Specialized Shared Educational Entity (S2E2)**, in addition to entering the School Facility Number of the building where the student's classroom program is housed, the non-instructional ancillary entity code associated with the S2E2 will need to be reported in the "S2E2Code" characteristic in the MSDS.
2. All students that are participating in the Sending Scores Back Program will need to have the "Building Pupil Would Otherwise Attend" characteristic reported for them in the MSDS in order to have their scores sent back in accountability reporting.

Restrictions on the "Building Pupil Would Otherwise Attend" field in the MSDS:

- The "Building Pupil Would Otherwise Attend" must contain the student's reported "Grade Or Setting" in the list of grades contained in the school "Grades Actual" characteristic of the EEM.
- The "Building Pupil Would Otherwise Attend" school must have an "Entity Open Date" in the EEM prior to the start of the current school year.
- The "Building Pupil Would Otherwise Attend" school must have "Open-Active" Status in the EEM.
- The "Building Pupil Would Otherwise Attend" school must belong within the LEA district that is reported in the "Resident LEA Number."
- If the student attending a SEE school or S2E2 classroom program is doing so through a cooperative agreement with a public school academy, the "Building Pupil Would Otherwise Attend" school cannot be a public school academy since public school academies do not have defined resident borders. Any such students would need to be directly enrolled by the operating district and would be accountable to a "Building Pupil Would Otherwise Attend" school within that operating district.

## Examples

### Example A:

Sparty Alt Ed School (building code 01234, operated by Spartan District code 10000) serves students from five nearby districts. All participating districts agree to have Sparty Alt Ed School be included in the Sending Scores Back Program. It is established as a SEE for reporting and accountability.

Sally Smith is a resident of Wolverine District (district code 20000) and attends Sparty Alt Ed School. If Sally was not attending Sparty Alt Ed School, she would be attending her local high school back in the Wolverine District—therefore, her "Building Pupil Would Otherwise Attend" is Wolverine High School (building code 05678).

### Example B:

Within Mid-Michigan ISD, Spartan School District operates a MoCI classroom in Spartan Middle School and Wolverine School District operates an SXI classroom in Wolverine High School. These classrooms serve students from several nearby districts. The Mid-Michigan ISD and participating districts agree to

have these classrooms included in the Sending Scores Back Program. The grouping of classrooms is established as an S2E2 for reporting and accountability. The S2E2 has a non-instructional entity code 01111 in the EEM.

Tommy Thompson is a resident of Bronco District (district code 30000) but requires special services and attends the SXI classroom in Wolverine High School (building code 05678) in the Wolverine School District (district code 20000). If Tommy was not attending the SXI classroom in Wolverine High School, he would be attending his local high school back in the Bronco School District—therefore, his “Building Pupil Would Otherwise Attend” school is Bronco High School (building code 09999).

Please refer to the table below to see how these two examples work in terms of score reporting, funding reporting, and accountability attribution.

Example	Last Name	First Name	School Facility Number	Operating District	Resident District	S2E2 Code	Building Pupil Would Otherwise Attend
<b>Example A</b>	Smith	Sally	Spartan Alt Ed School (01234)	Spartan District (10000)	Wolverine District (20000)	This MSDS field will remain empty (the building code is designated as a SEE, not an S2E2)	Wolverine High School (05678)
<b>Example B</b>	Thompson	Tommy	Wolverine High School (05678)	Wolverine District (2000)	Bronco District (30000)	Mid Michigan ISD S2E2 Classroom Programs 01111	Bronco High School (09999)
<b>Where the Data are Reported:</b>			Assessment results and graduation rates are reported here and with the parent district of this school.	State School Aid reporting assigned here at Operating District Code.	Accountability is currently not reported at the district level.	S2E2s are not schools themselves and receive no reporting.	Accountability for these students is received by this school.

### Attribution of Assessment Results and Accountability

**Assessment Results Reporting:** For all assessment reporting, score reports will be provided to the building where the student physically attends school and where the student is tested. Students should not test anywhere other than the building in which they are physically located, nor should student answer documents for these need any special handling or shipping around between buildings or districts. This solves the issue of getting assessment score reports to students in their instructional context by preserving the relationship between the physical location of students and their assessment

reports, regardless of their accountability attribution. It is not appropriate to reassign test documents, use special header sheets, or collect tests from a number of schools.

Accountability Attribution: For accountability purposes, assessment scores and graduation statuses will be attributed to the “Building Pupil Would Otherwise Attend” school in the resident district and “Building Pupil Would Otherwise Attend” school for students attending SEE schools or S2E2 classroom programs. This does not apply for students attending under Schools of Choice or students served by SEE/S2E2s sent by a public school academy; Schools of Choice and PSA students will be attributed to the operating district and a “Building Pupil Would Otherwise Attend” selected by and within that operating district, not the resident district. As mentioned previously in this document, for 2018-19 accountability reporting, graduation statuses will not be sent back since it will include 2017-18 rates where “Building Pupil Would Otherwise Attend” school information was not yet collected.

### Ensuring Good Data Quality and Reporting Accuracy

Once approved to participate in the Sending Scores Back Program, it is the responsibility of the SEE/S2E2 to determine and enact proper reporting policies to ensure that the SEE/S2E2 codes are used appropriately and that all students are accurately reported.

In the case of an approved Specialized Shared Educational Entity (S2E2s) where students will be located in the same physical building as general education students, and who may or may not belong to the S2E2, it is critically important that S2E2 administrators work with all contributing districts to make sure only students who belong to the S2E2 are reported using the Non-Instructional Ancillary Facility code for the S2E2. Misuse of the code for students who are not in the S2E2 will result in the revocation of S2E2 approval for the current year and render the school/program ineligible to reapply in future years.

For both SEEs and S2E2s, it will be critical for any of their reported students have an accurate “Building Pupil Would Otherwise Attend” code in the MSDS. This is a new field that will be used to determine the school that students will be attributed to in accountability reporting. Corrections to “Building Pupil Would Otherwise Attend” school codes will not be allowed beyond the standard MSDS collection windows.

The MDE has a series of monitoring steps to ensure students reported at the SEE and S2E2 codes are members of the approved programs. Monitoring steps include but are not limited to: desk audits of applications, review of data indicators, and unannounced site visits. All participating SEE/S2E2s should maintain relevant documentation on each student reported using SEE/S2E2 codes and will be expected to provide it to MDE upon request.

In addition to ensuring MSDS records are reported correctly, it is also important to understand that for SEEs and S2E2s, the district and school operating the SEE building or S2E2 classroom program is responsible for managing all elements of the assessment verification functions in the Secure Site, including the verification of enrollment, demographics, answer documents, and not tested students on behalf of the resident districts that participate and send students to the SEE/S2E2. The district and school operating the SEE building or S2E2 classroom program are the only entity users in the Secure Site that will be able to view SEE/S2E2 students and report issues regarding those students. In the past, some resident districts have found that negligence by the schools operating the SEE or S2E2 classroom program in reporting/resolving student issues has resulted in problems for their accountability results once the students’ accountability was sent back as part of this program.

## Timeline

**Now:** Begin conversations with all member districts. A cooperative agreement signed by ALL member districts is required to form a SEE/S2E2 and participate in the Sending Scores Back Program.

**Monday, January 7, 2019:**

Deadline to submit final applications with all signed cooperative agreements and all requested documentation by this date. Late applications will not be accepted.

**January 2019:** Receive final notification from MDE regarding the status of your application for the 2018-2019 school year.

**Spring 2019:** SEE/S2E2 students are reported in MSDS for the Spring and End-Of-Year General Collections, using the S2E2Code field where appropriate and the new “Building Pupil Would Otherwise Attend” school field.

**Fall 2019:** Accountability reporting will be calculated for the 2018-19 school year.

## Contact Information

If you have any questions regarding SEEs/S2E2s, please contact Matt Gleason at [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) or 877-560-8378, option 3.

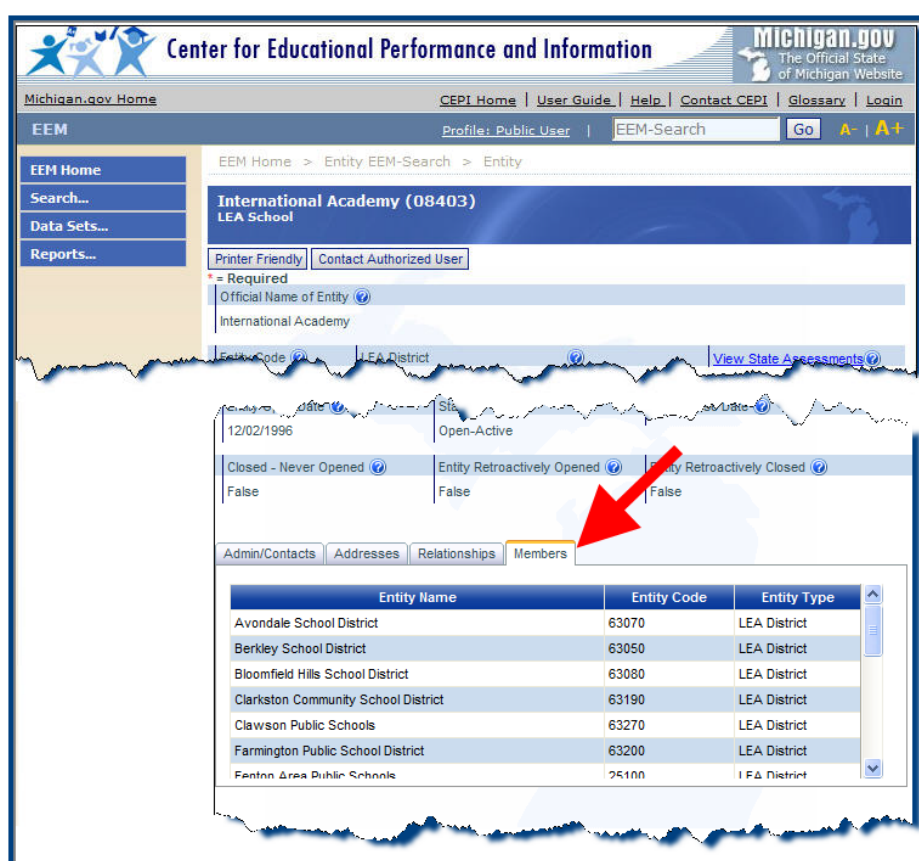
If you have questions on CEPI data or applications, please send an email message to [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call 517-335-0505. Please provide your name, district code, district name (if applicable), the CEPI application name, your telephone number (including area code and extension), your email address, and your specific question(s).

A Sending Scores Back/SEE/S2E2 Frequently Asked Questions (FAQ) document with more information is available on the SEE webpage at [www.michigan.gov/sees](http://www.michigan.gov/sees).

## Understanding How Shared Educational Entities and Specialized Shared Educational Entities are Displayed in the EEM

Districts continue to develop ways to deliver educational services more efficiently through educational services consortia and cooperative agreements. Shared Educational Entities (SEEs) and Specialized Shared Educational Entities (S2E2) were created to allow accountability to be assigned to the appropriate entity when students are being educated through an educational services consortium outside of the traditional district/building hierarchy.

Once the Michigan Department of Education (MDE) has approved a SEE or S2E2, member districts are listed on the “Members” index tab located at the bottom of the entity details screen in the Educational Entity Master (EEM) application. Only member districts may participate in the services provided by these entities and the “sending scores back” accountability program.



The screenshot displays the EEM application interface for the Center for Educational Performance and Information. The main content area shows the details for the 'International Academy (08403) LEA School'. The 'Members' tab is highlighted with a red arrow, indicating the list of member districts.

Entity Name	Entity Code	Entity Type
Avondale School District	63070	LEA District
Berkley School District	63050	LEA District
Bloomfield Hills School District	63080	LEA District
Clarkston Community School District	63190	LEA District
Clawson Public Schools	63270	LEA District
Farmington Public School District	63200	LEA District
Fenton Area Public Schools	25100	LEA District

**Shared Educational Entity (SEE):** These entities may be established when multiple school districts have formed a business relationship to provide educational services within a specific school. All SEEs are classified as schools within the EEM. Some entities that may choose to become a SEE are center schools (special education), early middle colleges, international baccalaureate, advanced placement, alternative education, or other specialized schools.

**Specialized Shared Educational Entity (S2E2):** These entities may be established when two or more school districts have formed a business relationship to provide educational services to a group of

students. S2E2s are not schools or facilities, but rather represent a relationship between two or more educational entities. Students participating in a S2E2 may be in regular or specialized classrooms located in multiple locations across one or more of the member districts. These entities are considered Non-Instructional Ancillary Facilities (NIAF) in EEM. NIAFs are not required to complete school-level reporting. When reporting student data to the Michigan Student Data System (MSDS), the code reported as the School Facility Number is the building where the student is receiving services. In addition to this code, the record will also contain the code for the S2E2 in a new characteristic which identifies the student as being educated through this type of entity. The member district designation also allows the Operating District to report a School Facility Number for an entity not within the district's hierarchy. Only one S2E2 code is allowed per Intermediate School District (ISD) or consortium of districts.

**SEE/S2E2 Characteristics:** There are two characteristics related to a SEE or S2E2 that will be displayed in EEM. The first is participation (whether the entity is an approved SEE/S2E2 for the current school year), and the second is subtype. The subtype for all S2E2s and nearly all SEEs will be "Student Reporting and Accountability". This designation indicates that the SEE/S2E2 is opting for student scores to be sent back to the resident district and "Building Pupil Would Otherwise Attend" school for accountability purposes. "Student Reporting and Accountability" is the only subtype allowed for S2E2s and is the default value for SEEs.

To determine if an entity has been approved as a SEE or Specialized SEE, look for the "Shared Educational Entity (SEE) Participation" characteristic on the entity details screen in EEM (#1 below). The entity sub-type is displayed in the "Shared Educational Entity (SEE) Subtype" section (#2 below).

The screenshot displays the 'Entity Details' screen in EEM. It features a table with various characteristics and their values. Two red arrows point to specific fields: Arrow 1 points to 'Shared Educational Entity (SEE) Participation' which is set to 'Specialized Shared Educational Entity'. Arrow 2 points to 'Shared Educational Entity (SEE) Subtype' which is set to 'Student Reporting and Accountability'.

Early/Middle College	False	International Acceleration Program	False
Shared Educational Entity (SEE) Participation	Specialized Shared Educational Entity	Title I Fund Recipient	True
Shared Educational Entity (SEE) Subtype	Student Reporting and Accountability	Web Site Address of Entity	elps.k12.mi.us
		Title I Status	Targeted
		Career and Technical Education	False
Accountable for AYP		AYP Status	
		AYP Stage	
		AYP Year	